

**Minutes, Paw Paw Village Council
Regular Meeting, November 23, 2020**

The Regular Village Council meeting of Monday, November 23, 2020, convened at 7:00p.m. via electronic meeting. President Roman Plaszczyk presiding.

Meeting Convened

Present: President Plaszczyk and President Pro-tem Douglas Craddock and Trustees Amanda Bartlett, Nadine Jarvis, Mary McIntosh, Ashley Nottingham and Donne Rohr. Each Council member stated they were participating from their homes, located within the Village of Paw Paw, in Van Buren County, in the State of Michigan. Also present: Village Manager Sarah Moyer-Cale, Village Clerk Karla Tacy, Chief of Police Eric Marshall and Department of Public Services Director John Small.

Members Present

Re-elected President Plaszczyk was sworn in. Newly and re-elected trustees Nadine Jarvis, Donne Rohr and Ashley Nottingham were sworn in.

Oath of Office

Motion by Jarvis with support from Rohr to approve the agenda as presented. All members present voting yes, motion carried.

Approval of Agenda

Motion by Rohr with support from Craddock to approve the regular meeting minutes of November 9, 2020. All members present voting yes, motion carried.

Approval of Minutes

Motion by Bartlett with support of Rohr to approve all claims for Monday, November 23, 2020, in the amount of \$484,975.11. Bartlett, Jarvis, McIntosh, Nottingham, Rohr, and Craddock voting yes, Plaszczyk abstaining, motion carried

Approval of Claims

Stephanie Barden would like to hold a Renaissance Fair, August 7-8, 2021, on Maple Island. She will be discussing the details of her plan with Moyer-Cale, who will later present the finalized information to Council.

**Audience
Participation**

Van Buren County Dispatch 911 has been planning to upgrade their communications abilities for the past few years. They need a location for a microwave hop in order to communicate between dispatch and the MSP post at M-51 & I-94. The best strategy for them would be to lease on the Village's water tower. Our attorney wrote the agreement and it is the understanding from VBCO 911 Director McGee, the County is agreeable to all terms. Council would like the following wording added under #16 of the terms: "Upon expiration, cancellation or termination of this lease, Lessee will remove, **at their expense**, its Communications Equipment from the leases Premises and will restore the Leased Premises and if applicable, the Site, to substantially the same condition as received, ordinary wear and tear excepted".

**Action Items:
Water Tower Lease
Agreement**

Motion by Jarvis with support from Bartlett to authorize the Lease Agreement with Van Buren County Central Dispatch as presented with the aforementioned additions. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczyk, Nottingham, Rohr and Craddock voting yes, motion carried.

Minor updates were made to the Capital Improvement Plan since it was presented at the last meeting. These changes include costs and years associated with patrol car replacement, results of a DDA board goals survey, costs and time of work associated with Village Hall and DPS building improvements and assigning a cost to the water

**Approval of Capital
Improvement Plan**

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asset management projects. This plan sets our objectives for budgeting; however, adoption of this plan does not authorize funding for any purchases.

Motion by Rohr with support from Jarvis to adopt the Capital Improvement Plan as presented. Roll call vote; Craddock, Rohr, Nottingham, Plaszczak, McIntosh, Jarvis, Bartlett voting yes, motion carried.

Chief Marshall would like to place an order for a new patrol vehicle now so that it will be available by the next fiscal year. This vehicle is in the CIP plan. Costs include \$39,336 for the vehicle, \$7,000 for set-up and \$950 for vehicle wrap, making the total cost \$47,316.00

**Approval of Patrol
Car Purchase Order**

Motion by Rohr with support from Craddock to approve a purchase order for a 2021 Ford Explorer from Tapper Ford for an amount not to exceed \$39,336. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczak, Nottingham, Rohr and Craddock voting yes, motion carried.

The Finance and Admin committee reviewed draft material for the establishment of a donation policy for the Village. The purpose of the policy is to establish a common understanding between potential givers and the Village about how the donation will be used and what will happen to it when its useful life is over. The policy will also ensure that long term costs that may be associated with the donation are, considered upfront. Council reviewed the drafted policy and asked Moyer-Cale to make some changes. Moyer-Cale will present the finished policy once the requested changes have been made.

**Adoption of Donation
Policy**

MERS is requiring that we reaffirm our selection for the types of compensation we would like included as compensation towards MERS credit. Moyer-Cale presented to Council addendums that reflect our current options.

**MERS Addendum
Approvals**

Motion by Rohr with support from Craddock to approve the MERS addendum forms as presented. Roll call vote; Craddock, Rohr, Nottingham, Plaszczak, McIntosh, Jarvis, Bartlett voting yes, motion carried.

While working in the Carnegie Center parking lot, roof drains were tied into the storm water system and the current drain is insufficient for managing water at an acceptable rate during rain events. We received a quote from Lounsbury Excavating that covers additional drains and paving of the lot.

**Approval of Carnegie
Lot Improvements**

Motion by McIntosh with support from Rohr to approve the drain and lot improvements by Lounsbury Excavating for an amount not to exceed \$59,900. Roll call vote; Bartlett, Jarvis, McIntosh, Plaszczak, Nottingham, Rohr and Craddock voting yes, motion carried.

**Non-Action Items:
Water System**

Director Small reports we have had issues with the water meters communication correctly with the hand-held reading units. He received a quote from a new company, Neptune, for pricing to replace the current I-Tron meters. The quote to replace all meters for lines 2" in diameter and less with corresponding software is \$350,000.

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Moyer-Cale reported Abonmarche reached out to the Village regarding possible EGLE Infrastructure funding opportunities.

Moyer-Cale will be getting quotes for the future Water Rate Study.

Director Small gave an update on DPS projects. The crews are currently finishing leaf pick-up and will then start on brush. The crews are also starting the installation of the Christmas decorations. Small reported they have been experiencing problems with the water/waste water system alarms. Alpha Tran installed a laptop to temporarily run the system. A quote for a new system is \$11,000. Small also reported, one of the two pumps at the Maple Street lift station went out. Kennedy Industries will be coming out to give recommendations on whether we can repair & maintain the current pumps or if a replacement will need to be made.

**DPS Department
Report**

No Report.

**Committee Meetings
and Reports
Finance and Admin**

No Report.

Public Services

No Report.

Parks and Rec

Plaszczak reported the Christmas Biz Bucks campaign will be starting soon. He also noted COVID Relief grants have been awarded to local businesses.

DDA

No Report.

Economic Develop

No Report.

Farmers Market

No Report.

Fire Board

No Report.

Historical Committee

Rohr reported due to COVID the Housing Commission will not be hosting its annual Community Dinner this year. They will be passing out individual meals to the residents.

Housing Commission

No Report.

**Maple Lake
Preservation**

No Report.

Planning Commission

No Report.

Wellhead Protection

No Report.

Wine & Harvest

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McIntosh asked newly elected trustee Nottingham why she ran for a spot on the board. Nottingham responded that she has lived in the village for 16 years and wants to be a part of making the community better for all. McIntosh congratulated Nottingham on her win and welcomed her to the board.

**Council Member
Comments
McIntosh**

Jarvis wished everyone a Happy Thanksgiving.

Jarvis

Moyer-Cale reported all staff has been doing a great job abiding by the COVID guidelines.

Manager Comments

Motion by Jarvis with support by Bartlett to adjourn the meeting. All members present voting yes, motion carried. Meeting adjourned at 9:30 p.m.

Adjournment

Respectfully submitted:

Karla Tacy
Village Clerk

Roman Plaszczak
Village President